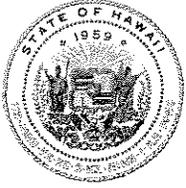


DTS 20090122 <sup>3110240</sup> ~~162558~~



**STATE PROCUREMENT OFFICE  
NOTICE OF AND REQUEST FOR EXEMPTION  
FROM CHAPTER 103D, HRS**

- 1. TO: Chief Procurement Officer
- 2. FROM: High Technology Development Corporation (HTDC)

Department/Division/Agency

Pursuant to §103D-102(b)(4), HRS, and Chapter 3-120, HAR, the Department requests a procurement exemption to purchase the following:

3. Description of goods, services or construction:  
 Co-sponsorship of business panel workshop with The Hawaii Island Chamber of Commerce on February 4, 2009 at the Hilo Hawaiian Hotel, Hilo, HI. This will be a four-hour workshop to strategies and approaches that enable the audience to sustain and grow their businesses during challenging economic times.  
 The U.S. Dept. of Commerce-Economic Development Administration (EDA) awarded a grant to HTDC in June, 2004 with an expiration date of April, 2009. HTDC must expend all EDA grant monies before the expiration date. One aspect of the EDA grant scope of work is to conduct training series on eCommerce, including expansion of markets through Internet sales. The grant also has a service provider "in-kind" match requirement of 1:1 (match a minimum of dollar for dollar in donated time, supplies, and services for any funds paid to them as HTDC contractors for services). This workshop will achieve both the scope and requirements of the grant during the grant term.

4. Name of Vendor: The Hawaii Island Chamber of Commerce Address: 106 Kamehameha Ave. Hilo, HI 96720	5. Price: \$3,000.00
6. Term of Contract: From: 02/04/2009 To: 02/04/2009	7. Prior Exemption Ref. No.

8. Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:  
 The Hawaii Island Chamber of Commerce is a natural partner to leverage grant dollars for economic development of international markets for Hawaii businesses. The Chamber has the experience and ability to effectively conduct the workshop within the timeframe, reach the most businesses to help economic development, and provide the in-kind match requirement. Other non-profit/trade associations/chambers of commerce have been approached but cannot complete the workshop before the grant expiration date.

9. Details of the process or procedures to be followed in selecting the vendor to ensure maximum fair and open competition as practicable:  
 Able to meet federal EDA grant deadlines. Able to contribute non-cash "in-kind" match requirement. Able to meet EDA grant scope of work.

**REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)**

10. A description of the agency's internal controls and approval requirements for the exempted procurement:  
 1. Pre-approval obtained by Executive Director 2. Staff completes HTDC internal purchase request (PR). PR form routes to Executive Director for signature 4. Staff obtains State vendor code or process info to obtain vendor code.  
 5. HTDC obtains proposal from Chamber of Commerce (indicates scope of work and in-kind contribution) 6. HTDC obtains flyers and marketing materials and helps market workshop 7. Attend event 8. Complete write-up of event for EDA report 9. Request invoice after the event from the Chamber 10. Compose acknowledgment letter of fulfillment of scope of work 11. Send check and letter to Chamber.

12. A list of agency personnel, by position, who will be involved in the approval process and administration of the contract:

Name	Position	Involvement in Process	
Yuka Nagashima	Executive Director	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Administration
Steve Sakuda	Controller	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Sylvia Bollmeier	Contracts Administration	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
Russell Au	Bus. Development Mgr.	<input type="checkbox"/> Approval	<input checked="" type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration
		<input type="checkbox"/> Approval	<input type="checkbox"/> Administration

13. Direct inquiries to: Department: HTDC  
 Contact Name: Russell Au  
 Phone Number: 539-3845  
 Fax Number: 539-3795

Agency shall ensure adherence to applicable administrative and statutory requirements

14. *I certify that the information provided above is, to the best of my knowledge, true and correct.*



**JAN 29 2009**

Department Head

Date

**Reserved for SPO Use Only**

15. Date Notice Posted 2/2/09

The Chief Procurement Officer is in the process of reviewing this request for exemption from Chapter 103D, HRS. Submit written objections to this notice to issue an exemption from Chapter 103D, HRS, within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
 State Procurement Office  
 P.O. Box 119  
 Honolulu, Hawaii 96810-0119

REQUEST FOR EXEMPTION FROM CHAPTER 103D, HRS (Cont.)

Chief Procurement Officer's comments:

The agency is reminded that all awards over \$2,500 must be posted on the PRS.

16.



APPROVED



DISAPPROVED



NO ACTION REQUIRED

Charles S. Fyfe      2/10/09  
Chief Procurement Officer      Date